

Alex Morgan

Operations coordinator

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PROFESSIONAL SUMMARY

Operations coordinator bringing structure to busy teams. Experienced in service delivery, process improvement, and cross-functional communication. Builds thoughtful systems that help people do their best work.

EXPERIENCE

Operations coordinator

2022-03 – Present

Cedar Workshop (fictional) · Portland, OR

- Coordinated weekly service schedules for a team of eight across customer support and field operations.
- Created a shared request tracker to reduce duplicate follow-up and give stakeholders a clear view of delivery.
- Documented onboarding processes and trained two new coordinators on day-to-day systems.

Program assistant

2021-06 – 2022-02

Northline Collective (fictional) · Portland, OR

- Supported community programs from planning through delivery, coordinating venues, suppliers, and attendee communications.
- Prepared weekly reporting and maintained an organized resource library for the wider team.

EDUCATION

BA in Communication

2017-09 – 2021-06

River College (fictional)

- Student volunteer, campus events team.

SKILLS

Project coordination
Process documentation
Stakeholder communication
Service scheduling
Reporting & spreadsheets
Team onboarding